

COTTESLOE CAREERS EDUCATION PROGRAMME



Timetabled Lessons

Half termly blocks of Careers Education: 6-8 weekly 1 hour lessons from Years 7 to 11.

Year 7, Spring 1: introductory unit addressing the question 'why work?' This is aimed to concentrate the mind on the three key concepts of Earning, Budgeting and Spending.

Year 8, Spring 2: this unit aims to differentiate between the concept of a job and a career. All students will be able to register with Start Profiling, a multi-platform internet provider of psychometric profiling, careers search engine and live vacancies. Once registered this is a free tool for life.

Year 9, Spring 1: this unit looks at the risks and consequences of financial decisions.

Year 10, Autumn 2: preparation for Work Experience. A unit designed to focus the mind on deciding upon and then applying for a Work Experience placement (at the end of Summer 2). The processes explored in this unit are designed to replicate those a student would encounter when applying for a full time job: compiling a CV, filling in an application form and successful interview techniques. The mystery of Apprenticeships is also explored.

Year 11, Autumn 1: this unit examines the final piece of the careers jigsaw: 'what skills do you have for employment?' and 'what is your USP?' It is designed to complement the Futures presentation.

Futures Programme

Year 11, Autumn 2: a presentation to all year 11 which among other topics addresses the thorny issue of what happens if you don't get the grades you need.

Years 7 – 11, Summer 1: Careers Week. lessons across the curriculum will have a specific careers element embedded in each lesson.

Academic Mentoring Programme, designed to run alongside the careers Education Programme.

Years 7 – 11, Summer 2: each student, across the year groups, will have a twenty minute one to one discussion with their form tutor specifically about careers. The notes from these sessions will be copied to the School Careers Advisor. The focus for these sessions is directed by, but not limited to the Careers Education Programme described above.

Unifrog

The school has subscribed to this one-stop internet platform where students can research Higher Education and Apprenticeships. This information is constantly updated. As part of this subscription we are entitled to two free presentations. We have decided to target Year 9 students and parents and Year 12.

Engagement with outside agencies

Year 7 – 13, Autumn 1 to Summer 2: various events/challenges and guest speakers organised in collaboration with the Bucks Skills Hub.

Year 7 - 13, Spring 1: The Cottlesloe Careers Fair. This event is aimed to engage every student in the school.

Year 7 - 13, Spring 2: Assemblies by outside agencies during National Apprenticeship Week.

Year 10, Autumn 1: we are a member of the Buckinghamshire Skills Hub. Year 10 will visit the Bucks Skills Show to interact with careers and further/higher education providers. This is designed to complement the Careers Education Programme and to help inform applications for the Work Experience placement at the end of Year 10.

Year 12, Spring 1: a visit to the National Apprenticeship Fair.

Year 12, Autumn 1: Unifrog presentation to parents. How to get the most from this one stop on line source for careers advice and support.

Year 12, Autumn 1: a visit to Loughborough University.

Year 12, Autumn 2: a visit to Oxford University.

Year 12, Autumn 2: a presentation to parents by Oxford Brookes on how to apply for a University place.

Year 12, Spring 1: presentation on Degree Level Apprenticeships.

Year 12, Summer 1: a visit to the UCAS Fair in Bedford.

Year 13, one to one careers advice from a qualified adviser.

Work Experience

Year 7, Summer 1: Work Shadowing Day. Students are encouraged to spend a day at work with their parents.

Year 10, Summer 2: Work Experience. 10 school days of work experience during the last 2 weeks of term.

Year 12, Autumn 2, Summer 1, Summer 2: Work Experience, although not strictly limited to these times, these half terms would be ideally suited to gaining Work Experience.

Year 12/13, Autumn 1 – Spring 2: Work Shadowing

Social Media

For Years 12 and 13, careers opportunities are uploaded on Twitter.

All Years: notifications of careers events are also uploaded on Twitter.

Careers Advice

One to one Careers advice as part of the whole school Academic Mentoring Programme

Independent Careers Advice from a qualified (Level 6) adviser.

All students will be entitled to at least one face to face, confidential careers interview with a qualified Careers Adviser. This will happen throughout Year 10. However, it is important to note, that for some one session might be enough but for others there might be more than one follow up session. Although this process is scheduled for Year 10, any student can access this service at any time during their education at Cottesloe School.

A calendar digest of this information providing an overview is also available as a Careers Map.